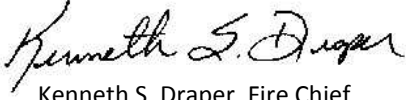
	<b>MARTINSVILLE FIRE &amp; EMS</b> Standard Administrative Guideline	
	<b>SAG NUMBER:</b>	100.022
	<b>SUBJECT:</b>	Documentation of Personnel on Fire Incident Reports
	<b>REVISION DATE:</b>	May 20, 2009
	<b>EFFECTIVE DATE:</b>	December 13, 2000
	<b>SIGNATURE OF APPROVAL:</b>	 Kenneth S. Draper, Fire Chief

**I. Purpose:**

The purpose of this guideline is to outline a standard method for recording responding personnel on fire incident reports. It is essential to maintain accountability and accurately documenting the status of personnel operating at the scene of an emergency incident.

**II. Scope:**

This guideline applies to all personnel whom have a responsibility to enter fire incident reports.

**III. Responsibility:**

All department personnel are responsible for the guidelines contained in this SAG. Company officers should use this SAG to guide them when entering fire incident reports. Ultimately, the Fire Chief, and/or his appointee, shall be responsible for enforcement of this SAG.

**IV. Guideline:**

**A. Report Documentation:**

- 1) All reports shall be documented as follows for personnel responding to any incident:
  - a. On-Duty Personnel: list names
  - b. Career Off-Duty: list names (includes full-time and part-time responding by apparatus, staff vehicle, or personal vehicle)
  - c. Volunteers: list names